



HELLO THERE, OUR DREAM IS TO HELP YOU MAKE GREAT HAPPEN

- Industry endorsed
- University Pathways
- Payment options
- Student satisfaction

OVERVIEW

Take account of your future

Learn the in-demand skills required to work in an accounting and bookkeeping environment. Students are taught how to prepare financial reports, maintain a payroll system, develop and use complex spreadsheets, use MYOB and carry out business activity and instalment activity statement (BAS) tasks.

The course meets the minimum academic requirements with the Tax Practitioners Board (TPB) for registration as a BAS agent and has a similar outcome to the Certificate IV in Bookkeeping. Anyone providing a BAS service must be registered by [...more online](#)

LOCATION/S

Bracken Ridge, Mt Gravatt, South Bank

DURATION

Full time: 6 months / up to 4 days per week

COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
Full time up to 4 days per week	Bracken Ridge, Mt Gravatt, South Bank	Classroom

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).
tafebrisbane.edu.au/course/10566

Entry requirements

There are no entry requirements for this qualification.
If you're under 17 years
[...more online](#)

Resources required

No specific resources are required to successfully complete this course.
It is recommended that students have
[...more online](#)

Important Information

This program has been superseded
[...more online](#)

COSTS

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)

FULL FEE | \$4,335

This is the total cost of the course.

Got a question?
[Enquire about your full fee study options](#)

SUBSIDISED | \$2,670

The Queensland Government will offset the cost of study for **eligible students**. You will still need to pay for a portion of your study costs. The amount above is what you will need to pay.

CONCESSION | \$2,170

You are eligible for the concession price of a course if you are eligible for subsidised training, and are listed on an Australian Government Low Income Health Care Card or Pensioner Concession Card, if you are Aboriginal or Torres Strait Islander, you hold a Department of Veterans' Affairs Pensioner Concession Card, or if you have a disability. [Further information about concessions.](#)

Outcome

FNS40615 Certificate IV in Accounting

After completion of this Certificate further education includes the following qualifications:

- [FNS50215 Diploma of Accounting](#)
- [182JA Bachelor of Accounting](#)

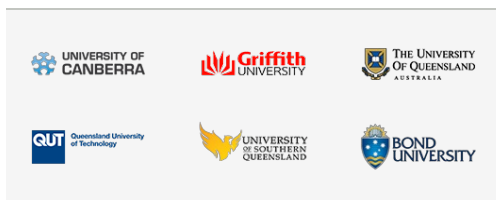
University pathways

If you want to go on to further study at university, TAFE Queensland has a pathway option to get you there. In many cases, completing one of our diplomas will give you a full year of credit towards a degree with one of our partner universities. That means cutting down the amount of time you need to complete your degree, or even enrolling straight into the second year of your university course.

More info:

[Learn more about University Pathways](#)

Our pathway partners include:



Job prospects

- Bookkeeper
- Payroll Clerk
- Accounts Officer
- BAS Agent

Units

The successful achievement of this qualification requires you to complete 10 core and 3 elective units from the list below. Electives may differ between TAFE Queensland locations and regions.

FNSACC301	Process financial transactions and extract interim reports	Core
FNSACC303	Perform financial calculations	Elective
BSBITU402	Develop and use complex spreadsheets	Elective
FNSACC302	Administer subsidiary accounts and ledgers	Core
FNSINC401	Apply principles of professional practice to work in the financial services industry	Core
FNSACC406	Set up and operate a computerised accounting system	Core
BSBFIA401	Prepare financial reports	Core
FNSBKG405	Establish and maintain a payroll system	Core
FNSBKG401	Develop and implement policies and procedures relevant to bookkeeping activities	Elective
FNSACC402	Prepare operational budgets	Core
FNSBKG404	Carry out business activity and instalment activity statement tasks	Core
BSBITU306	Design and produce business documents	Core
FNSACC404	Prepare financial statements for non-reporting entities	Core

Disclaimer

Not all electives available at all campuses

ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?

Enrol today to secure your spot in this course.

HOW TO ENROL

Enrol now

You're ready if you have:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [Student Rules](#) and [Withdrawals and Refund Policy](#)
- Created your [Unique Student Identifier](#) and can provide this to TAFE Queensland.

All done? You're ready to enrol

Recognition of prior learning

Fast-track your way to a formal qualification by earning credit for the things you already know. Getting recognition for the skills you've gained from the workplace or previous learning means less study time for you, and getting the paper to prove you're qualified a whole lot sooner.

Make your future happen

Connect with TAFE on Facebook